

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 30 November 2020 at 6.00pm**

- Present:** Annette Atkins (Chair), Dominic Killalea (Principal), Jo MacDonald, Evžen Novak, Catherine Hill, Belinda Rynhart, Wyatt Page, Arunan Noble, Matthew Wood
- Apologies:** None
- Visitors:** Nigel Sutton (CEC)
- In attendance:** Alison Jeffery (Board Secretary)

1. Strategic business:

1. CEC

- Nigel spoke to his report.
- CEC did not apply for expansion funding from TEC.
- TEC funding and future opportunities: there could be benefits to providing community education outside Wellington City, however, when Nigel approached other schools, the Principals either did not feel they could develop their own, or expected exclusivity. There was some interest in developing a resource for communities in those areas, but schools were limited in their experience or ability to take on a community education project.
- The Board supports future applications and would welcome CEC speaking to this process as part of the application process. The next step is to wait and see whether TEC will offer future opportunities for funding.
- Sick leave and bereavement leave: Eligibility for these depends on the hours worked. Payslip is generated automatically by Novopay. The information is accurate for employees who work more than 10 hours a week but there are inaccuracies for employees who work less than this. This is not down to the way in which CEC is managing leave. Previously raised with Novopay through CLASS but not an area of focus. Messages to staff are therefore important.
- It was recommended that the letter of appointment should include details re eligibility for sick / bereavement leave so that this is clear.
- The Board suggested writing a letter to Novopay. Belinda to write, Nigel to provide bullet points for the letter to include.
- Access to Novopay is becoming increasingly difficult for CEC. Tutors are treated in the same way as Relief Teachers in that they belong to all centres and CEC have no specific access to their data. The forms that are currently used are being discontinued but no plan has been put in place by Novopay for what will follow.
- Policies for CEC. The Board suggests that a list of policies that apply to CEC and their learners is compiled. This will require Nigel to go through SchoolDocs to identify those that do / do not apply so that this can be achieved.
- Alison to contact School Docs with regards to listing CEC applicable policies.

2. Annual Plan / Strategic Plan

- Emphasis on the annual plan for 2021 will be on teaching.
- The strategic plan is an active document that will enable the Board to be informed as projects progress.
- The student representatives asked whether two sets of actions could be added to the annual plan.
 - **Excellence** - improving education around student wellbeing, relationships and sexual safety.

- Mates and Dates to be added as part of the senior school curriculum. Recognition of the programme in place for juniors but expansion for seniors would be sought.
 - Other providers to supplement the programme were suggested.
 - **Ora** - Seek to increase well-being among marginalised groups.
 - Survey students - what issues are being faced and how they can be dealt with, develop responses based on survey data.
 - Gender neutral facilities and an increase in the number of facilities across the campus. The ideal would be to fast-track this ahead of the rebuild. Some bathrooms could be repurposed but this would require discussion.
- It was suggested that the first point would fit better against Respect or Ora.

2. Functional business:

i. Minutes of last meeting

Jo MOVED: THAT the minutes of the meeting held on 27 October be accepted.

CARRIED
Catherine

ii. Matters arising

- Board dates 2021
 - The revised dates were accepted by the Board.

iii. Kāhui Ako

- The Kaitiaki group has met with parent and whānau representatives from Kāhui Ako schools. The value of the connection established was recognised.
- Transition between schools was the focus of the discussion. Ideas from that meeting will be taken forward and are likely to come to fruition in 2021.
- Karen Spencer (Kāhui Ako lead) and Catherine Hill and Andrew Gordon (Across School Leads) have been reconfirmed in these posts for 2021.

iv. Correspondence received and actions taken

- The letter from Margaret Curnow was noted by the Board.
- Enrolment - continuing to monitor enrolment. Maintain our zone. Disappointed in forecasting.
- School prize giving in the 21st century. Evžen noted a conflict of interest. Dominic has already replied to Sophie. The recognition of groups would be desirable and has been discussed with SLT. Prizegiving does include contribution awards which are contributions to a positive learning environment, rather than academic contributions. The recognition of individual excellence is also important. The ideal is to find a way to recognise groups without lengthening the evening.
- The idea surrounding the farewell is also something that has been mooted but no firm idea has yet developed. Although we have a leavers' assembly it doesn't include parents.
- It was suggested that online channels are considered as a tool for recognising additional awards.
- Four prizegiving sessions currently take place: Sports Awards, Whakanuia, Junior prizegiving, Senior prizegiving. Sports Awards include team awards, Whakanuia is not academic in focus but considers contribution much more broadly. Senior prizegiving includes service, contribution. Junior prizegiving is a scaled-down version of senior prizegiving.

- Senior prizegiving could be Year 12 and Year 13 only with a separate event for Year 11. This could give space for groups etc to be recognised.
- The collective idea expressed in Sophie's letter was recognised as positive. Individual awards should be kept - partly as a way of countering a community view that the school is not academic.
- A farewell would be a good way of recognising the fact that not all will win an award but all could have an opportunity to recognise the end to their high school life.
- It was considered that, if a reward is not presented in a prizegiving, it minimises the award.
- What do other schools like ours do? The Board suggested conversation with schools including Western Springs, Hagley with whom WHS has attributes in common.
- It was suggested that prize giving information is highlighted more on the website e.g. list of award winners posted alongside the photo gallery.
- A Google Doc will be set up for Board members to contribute further ideas on this topic.
- Correspondence was received by the Board.

v. **Principal's report**

- The Board noted that John Wilkinson has announced his retirement and asked how he will be replaced. The profile for his successor requires consideration as the portfolio could change e.g. finance and property management. Aspects of finance could be outsourced.
- Dominic is meeting with the MoE's David Hyland as a way of pathfinding.
- Dominic spoke to the incident that took place on Thursday 26 November.
- Police arrived on campus at approx 8.10am. The Police had seen evidence online of a serious and imminent threat to the school. They anticipated that their person of interest would be known to the school but they were not. Information given re: search warrants for premises with the Police exercising emergency powers to contain the threat. The situation was not believed to be an immediate risk, the Police aimed to avoid that by making arrests. Students arriving at school e.g. for exams, were taken in to venues without knowing what was going on. Exams were not compromised. All external entrances were locked quickly. Communications sent out to teachers detailing what to say to students and comms went up on the website and Facebook initially followed by email. Arrests were made and the lockdown ended.
- The Board asked whether there was an ongoing threat and what the cause of the threat might have been.
- Two individuals were arrested: one with a connection to the school (the younger person who is now going through Youth Aid). A second individual was remanded to appear in court on Friday 4 December.
- Based on their assessments, the Police believe the ongoing threat to be low.
- Police contact with the school has been good and is ongoing.
- A rainbow lunch was held on Friday as a result of misinformation published on Stuff. Two senior editors have apologised to Dominic but Stuff did not issue a full retraction online.
- No wider group involvement has been mentioned. It is believed to be confined to the two individuals concerned.
- There hasn't been significantly increased demand on the guidance counsellors. Additional counsellor on site tomorrow to offer support.
- Students, staff and parents have given positive feedback about the way in which the incident was handled, including referencing the communications sent out from the school.
- A further communication will be sent out referencing 1737, EAP and additional support services. The school will continue to assess any ongoing need for support.

Catherine MOVED: THAT the Principal's report be accepted.

*CARRIED
Annette*

vi. Students' report

- Arunan and Matthew spoke to their report.
- Junior Hallowe'en dance was a success, raising over \$1000 to support famine victims in the Yemen
- Opportunities Week was well received with many students finding it beneficial.
- Jazz success in the Manawatu Jazz Festival: Best Trumpeter were from Year 9
- Bits'n'Bobs zine Year 12 Health students on body positivity has been published and distributed from the Library
- Exams still going, with the majority of the larger subjects (e.g. English, Maths) now complete. There has been one fire alarm disturbance. The student reps (on of whom was in an exam on the morning of 26 November) confirmed that there had been no disruption to that exam.
- Year 13 Prank Day - pranks were creative and, for the most part, successful.
- The student representatives retrospective of 2020 cited the challenges that 2020 presented and highlighted the positive way in which the students and staff responded.

vii. Property

- Covered in the Principal's report

viii. Finance

- A surplus of \$371k anticipated and will be finalised after December 31.
- Operating budget for 2021 shows a deficit of \$37,000
- Much less worrying than would have been anticipated earlier in 2020.
- The Board considered the budget for 2021.

Evžen MOVED to adopt the Budget for 2021

CARRIED
Wyatt

3. In committee

The meeting moved to in committee at: 8.25

4. AOB

- Board Social for 2021: a social will be arranged in February 2021.
- The Board suggested that notifications for exceptional events such as the NCEA Teacher Only Day be sent to parents and caregivers the week beforehand via the app as well as in the Weekly Wrap Up and on the website. Sending a calendar for the whole year at the start of Term 1 / end of Term 4 was also recommended.
- The Board thanked Mindy (Asiana Cooking School) for the food provided at meetings over the course of the year particularly recognising the special dinner for the final meeting.

The meeting closed at: 9.11pm.